

**Chemical Facility Information  
System for Hawaii (CFISH)  
User's Manual**

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## Chapter 1: **How to Use This Manual**

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This chapter includes brief descriptions for each of the chapters in this manual. We suggest that you read Chapter 1 through Chapter 5 first to prepare yourself for using the system. Then use the rest of this manual as you would a dictionary or encyclopedia: turn to it when you need specific information for the stack.

Chapter 1: How to Use This Manual  
This chapter.

Chapter 2: How to Use the Mouse  
Discusses the three basic mouse skills: pointing, clicking, and dragging.

Chapter 3: An Introduction to **SARA Title III**  
Provides a hard copy of the law.

Chapter 4: Read Me  
This chapter provides a general description of the **Chemical Facility Information System for Hawaii (CFISH)** computer system.

Chapter 5: How to Start **CFISH**  
Guides you into methods that can be used to begin using **CFISH**.

Chapter 6: The **SARA Title III** Screen  
An electronic version of the law. It also shows you what to do with the buttons on the screen.

**The following chapters discuss what information is contained in each of the different stacks and how to use the buttons on the screens.**

Chapter 7: The **CFISH Help** Stack

Chapter 8: The **Facility Information** Stack

Chapter 9: The **Chemical Inventory** Stack

Chapter 10: The **Toxic Release Annual Report** Stack

Chapter 11: The **Spill Report** Stack

Chapter 12: The **Chemical Database** Stack

Chapter 13: The **Extremely Hazardous Substances** Stack

Chapter 14: The **Emergency Numbers** Stack

Chapter 15: Quitting the **CFISH**

This chapter discusses different ways to quit the system.

Glossary



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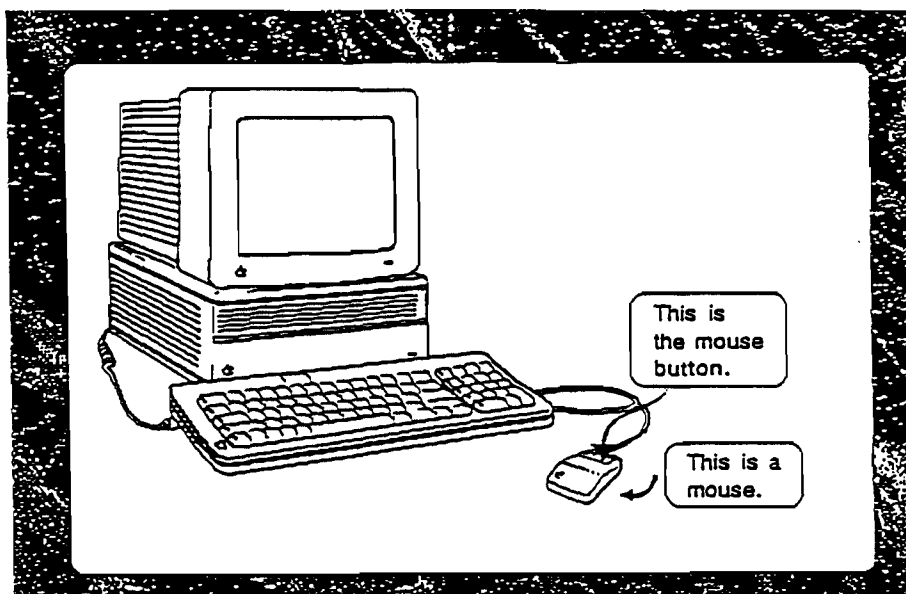
## Chapter 2: How to Use the Mouse

This chapter discusses:

- how to hold the mouse
- the three basic mouse skills

You must know how to use the mouse to move around in the **Chemical Facility Information System for Hawaii (CFISH)**. If you are already familiar with the mouse, you can skip this chapter.

■ **Note:** *To know more about CFISH, please read Chapter 4.*



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**Hold the Mouse** The mouse should rest on a flat surface. Hold the mouse with the cable pointing away from you. Rest the heel of your hand on the table. Put your index finger on the mouse button.

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### Three Basic Mouse Skills

They include:

- pointing
- clicking
- dragging

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#### Pointing

When you move your mouse, a pointer will move on your screen is called pointing.

- **Note:** *In CFISH, the pointer is a hand, a beach ball, a watch, or an arrow.*

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### Clicking

Pressing and releasing the mouse button is called clicking.

1. Hold the mouse.
2. Move the pointer to an object on the screen.
3. When the tip of the pointer is on the object, press and release (click) the mouse button.

---

### Dragging

Hold the mouse button down as you move the mouse is called dragging.

1. Hold the mouse.
2. Point to an object.
3. Press and hold the button down while you move the pointer.
4. Release the button.

- **Note:** *Sometimes, as you point to objects on the screen, you might run out of room to move the mouse on your desk. When you run out of room, you can always pick the mouse up and put it down again on another spot on your desk. If you pick up the mouse, the pointer on the screen will not move.*

Now, you can use these skills to move around in CFISH.

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## Chapter 3:     **An Introduction to SARA Title III**

This chapter introduces the Emergency Planning and Community Right-To-Know Act (also known as SARA Title III). Spending a few minutes now learning about SARA Title III will give you a better idea of what your rights are, the facilities' responsibilities to report chemical releases, and the State and local governments' capabilities of emergency response.

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### **Introduction**

The Emergency Planning and Community Right-to-Know Act of 1986 establishes requirements for Federal, State and local governments and industry regarding emergency planning and "community right-to-know" reporting on hazardous and toxic chemicals. The community right-to-know provisions will help to increase the public's knowledge and access to information on the presence of hazardous chemicals in their communities and releases of these chemicals into the environment. States and communities, working with facilities, will be better able to improve chemical safety and protect public health and the environment.

The Emergency Planning and Community Right-to-Know Act has four major sections: emergency planning (Section 301-303), emergency release notification (Section 304), community right-to-know reporting requirements (Sections 311, 312), and toxic chemical release inventory (Section 313).

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### **Section 301-303: Emergency Planning**

The emergency planning sections are designed to develop State and local governments' emergency response and preparedness capabilities through better coordination and planning, especially within the local community. Title III required the Governor of each state to designate a State Emergency Response Commission (SERC). The SERC then designated local emergency planning districts and appointed local emergency planning committees (LEPCs) for each district. The counties have been designated as the LEPCs for Hawaii.

The SERC is responsible for supervising and coordinating the activities of the LEPCs, for establishing procedures for receiving and processing public requests for information collected under other sections of SARA Title III, and for reviewing local emergency plans.

The LEPC includes, at a minimum, elected state and local officials, police, fire, civil defense, public health professionals, environmental, hospital, and transportation officials as well as representatives of facilities subject to the emergency planning requirements,

community groups, and the media. As soon as facilities become subject to the emergency planning requirements, they must designate a representative to participate in the planning process. The LEPC must establish rules, give public notice of its activities, and establish procedures for handling public requests for information.

The LEPC's primary responsibility is to develop a chemical emergency response plan. The plan must be initially reviewed by the SERC and, at least, annually by the LEPC. Planning activities of LEPCs and facilities should be initially focused on, but not limited to, the 360 extremely hazardous substances published in the Federal Register. Plans should be comprehensive, addressing all hazardous materials of concern and transportation as well as fixed facilities.

Any facility that has present any of the listed chemicals in a quantity equal to or greater than its threshold planning quantity is subject to the emergency planning requirements. In addition, the SERC or the Governor can designate additional facilities, after public comment, to be subject to these requirements. Covered facilities must notify the SERC and LEPC that they are subject to these requirements within 60 days after they begin to have present any of the extremely hazardous substances in an amount equal to or in excess of threshold planning quantities. In addition, the SERC must notify the EPA Regional Office of all facilities subject to the emergency planning requirements, including facilities designated by the SERC or the Governor.

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**Section 304:  
Emergency  
Notification**

Facilities must immediately notify the LEPCs and the SERCs likely to be affected if there is a release into the environment of a listed hazardous substance that exceeds the reportable quantity for that substance. Substances subject to this requirement are those on the list of 360 extremely hazardous substances as published in Federal Register (40 CFR 355) or on a list of 725 substances subject to the emergency notification requirements under CERCLA Section 103(a) (40 CFR 302.4). Some chemicals are common to both lists. Initial notification can be made by telephone, radio, or in person. Emergency notification requirements involving transportation incidents can be met by dialing 911, or in the absence of the 911 emergency number, calling the operator. Releases of chemicals listed under CERCLA must also be reported to the National Response Center (800-424-8802).

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**Section 311-312: Community Right-To-Know Requirements** There are two community right-to-know reporting requirements within the Emergency Planning and Community Right-to-Know Act. Section 311 requires facilities that must prepare material safety data sheets (MSDS) under the Occupational Safety and Health Administration (OSHA) regulations to submit either copies of their MSDSs or a list of MSDS chemicals to:

- the LEPC;
- the SERC; and
- the local fire department with jurisdiction over the facility.

EPA has established threshold quantities for hazardous chemicals below which no routine facility report is required. The current thresholds for Sections 311 and 312 are:

- for extremely hazardous substances: 500 pounds or the threshold planning quantity, whichever is lower; and
- for all other hazardous chemicals: 10,000 pounds.

Reporting under Section 312 requires a facility to submit annually, an emergency and hazardous chemical inventory form to the LEPC, the SERC, and the local fire department with jurisdiction over the facility. Hazardous chemicals covered by Section 312 are those for which facilities are required to prepare or have available an MSDS under OSHA's Hazard Communication Standard and that were present at the facility at any time during the previous year above specified thresholds.

The Hawaii State Emergency Response Commission has requested that facilities provide Tier II chemical inventory form information for each substance. The public may also request Tier II information from the SERC and the LEPC. The information submitted by facilities under Sections 311 and 312 must generally be made available to the public by LEPCs and SERCs during normal working hours.

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**Section 313: Toxic Chemical Release Reporting** Section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 requires EPA to establish an inventory of routine toxic chemical emissions from certain facilities. Facilities subject to this reporting requirement are required to complete a Toxic Chemical Release Form (Form R) for specified chemicals. The form must be submitted to EPA and those state officials designated by the governor on or before July 1, 1988, and annually thereafter on July 1.

These reports should reflect releases during the preceding calendar year. The purpose of this reporting requirement is to inform the public and government officials about routine and accidental releases of toxic chemicals to the environment. It will also assist in research and the development of regulations, guidelines, and standards.

The reporting requirement applies to owners and operators of facilities that have 10 or more full-time employees, that are in Standard Industrial Classification (SIC) codes 20 through 39 (i.e., manufacturing facilities) and that manufacture (including importing), process or otherwise use a listed toxic chemical in excess of specified threshold quantities.

Facilities manufacturing or processing any of these chemicals in excess of 75,000 pounds in 1987 must report by July 1, 1988. Facilities manufacturing or processing in excess of 50,000 pounds in 1988 must report by July 1, 1989; thereafter, facilities manufacturing or processing more than 25,000 pounds in a year are required to submit the form. Facilities otherwise using listed toxic chemicals in quantities over 10,000 pounds in a calendar year are required to submit toxic chemical release forms by July 1 of the following year. EPA can revise these threshold quantities and covered SIC codes.

The list of toxic chemicals subject to reporting consisted initially of chemicals listed for similar reporting purposes by the States of New Jersey and Maryland. There are over 300 chemicals and categories on these lists. Through rulemaking, EPA can modify this combined list.

Reports are sent to EPA and designated state agencies. EPA established and maintains a national toxic chemical inventory based on the data submitted. The public is able to access this national database, and obtain the data through other means. See the Public Access Section for further details.

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**Other SARA  
Title III  
Provisions**

This section covers the Trade Secrets, SARA Title III Penalties, and Public Access provisions of the law.

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**Trade Secrets**

Section 322 of the Emergency Planning and Community Right-to-Know Act addresses trade secrets as they apply to emergency planning, community right-to-know, and toxic chemical release reporting. Any facility may withhold the specific chemical

identity on these submittals. No trade secrets are allowed to be claimed under Section 304 of the statute.

However, even if chemical identity information can be legally withheld from the public, Section 323 provides for disclosure of the information to health professionals who need the information for diagnostic and treatment purposes or local health officials who need the information for prevention and treatment activities.

Information claimed as a trade secret and substantiation for that claim must be submitted to EPA. Any person may challenge trade secret claims by petitioning EPA. The Agency must then review the claim and rule on its validity.

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#### **SARA Title III Penalties**

Section 325 of the Emergency Planning and Community Right-to-Know Act addresses the penalties for failure to comply with the requirements of this law. Civil and administrative penalties ranging from up to \$10,000 - \$75,000 per violation or per day per violation can be assessed to facilities that fail to comply with the emergency planning (Section 302), emergency notification (Section 304), community right-to-know (Sections 311 and 312), toxic chemical release (Section 313) and trade secret (Sections 322 and 323) reporting requirements.

Criminal penalties up to \$50,000 or five years in prison may also be given to any person who knowingly and willfully fails to provide emergency release notification. Penalties of not more than \$20,000 and/or up to one year in prison may be given to any person who knowingly and willfully discloses any information entitled to protection as a trade secret. In addition, Section 326 allows citizens to initiate civil actions against EPA, state emergency response commissions, and/or the owner or operator of a facility for failure to meet the requirements of the emergency planning and community right-to-know provisions. A state emergency response commission, local emergency planning committee, state or local government may institute actions against facility owner/operators for failure to comply with Title III requirements. In addition, states may sue EPA for failure to provide trade secret information.

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#### **Public Access**

Section 324 of the Emergency Planning and Community Right-to-Know Act provides for public access to information gathered under this law. Under this section, all material safety data sheets, hazardous chemical inventory forms, toxic chemical release forms follow-up emergency notices, and the emergency response

plan must be made available during normal working hours by the state commissions and local committees. In order to inform the public of the availability and location of the information provided to the local emergency planning committee, the local committee must publish a notice annually in the local newspaper. In addition, Toxic Release Inventory (Section 313) information is being collection by EPA and will be made available by telecommunications and other means.

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### **For More Information**

For more information on hazardous materials, contact:

1. The Local Emergency Planning Committees:  
Hawaii 961-8229  
Kauai 245-4001  
Maui 243-7285  
Oahu 523-4121
2. The Department of Health, Office of Hazard Evaluation &  
Emergency Response 586-4249
3. SARA Title III, Information Hotline 1-800-535-0202

■ **Note:** *This is not an emergency number.*

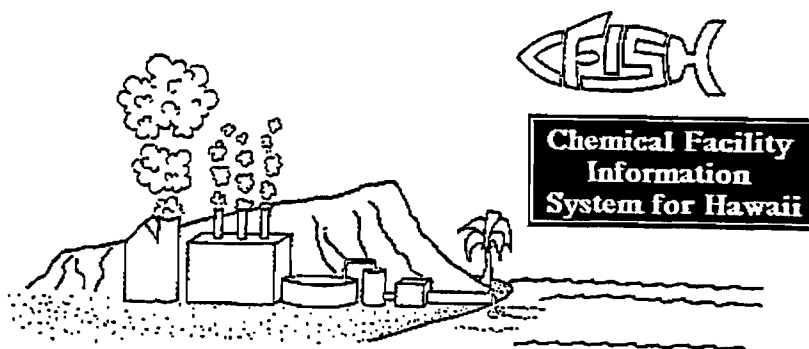


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## Chapter 4: Read Me

This chapter discusses:

- what is CFISH
- terminologies used in CFISH



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### What is CFISH?

The Chemical Facility Information System for Hawaii (CFISH) computer program allows you to find out about hazardous substances in your community. The Hawaii Department of Health, working with the U.S. Environmental Protection Agency (EPA) and the University of Hawaii Environmental Center, developed the CFISH computer program to give you easy access to this information. CFISH is developed to meet the Community Right-to-Know provision of the Emergency Planning and Community Right-to-Know Act of 1986 (also known as SARA Title III) to inform and educate the public about hazardous substances stored throughout Hawaii.

Through easy-to-use Macintosh computers, you can access information on:

- sites where hazardous substances are stored
- what chemicals are stored
- any past accidental spills of hazardous chemicals above a certain quantity
- the amount and type of chemicals that are routinely released into the environment
- the names and telephone numbers to contact for more information or to report chemical spills
- other related information

In addition to the CFISH program, information on hazardous materials can be obtained by calling:

1. The Local Emergency Planning Committees:

Hawaii 961-8229  
Kauai 245-4001  
Maui 243-7285  
Oahu 523-4121

2. The Department of Health, Office of Hazard Evaluation & Emergency Response 586-4249

3. SARA Title III, Information Hotline 1-800-535-0202

■ **Note:** *For more information about the SARA Title III, see Chapter 3 of this manual.*

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## Terminologies

For many people, spending a few minutes now learning these terminologies will save a lot of confusion later.

Button	A rectangular “hot spot” on a card that performs an action when you click it.
Card	A rectangular area shown on the screen that holds information.
Card Navigation Buttons	The <i>First</i> , <i>Last</i> , <i>Previous</i> , and <i>Next</i> buttons in CFISH are Card Navigation Buttons. They are used for moving from one card to another in a stack.
Click	The action of positioning the pointer on an object on the screen, and then pressing and quickly releasing the mouse button.
Command-Period Key	The combination of the “⌘” key and the “.” key on the keyboard. This combination is used to stop an action when informed by the program.
Desktop	The Macintosh working environment.
Drag	Position the pointer on an object, then press and hold the mouse button, move the mouse, and release the mouse button.
Field	A rectangular area in which information is held.

Functional Buttons	The <i>Menu</i> , <i>Help</i> , <i>Sort</i> , <i>Search</i> , <i>Print</i> , <i>Link</i> , and <i>Return</i> buttons in CFISH are Functional buttons. Each has different functions and will perform a unique action when you click it.
<i>Link</i>	A Functional button. It allows you to move immediately to a specific card in a stack.
Menu	A list of items on the screen from which you can choose an option.
Mouse	A device that controls the pointer on the screen.
Mouse Button	The mechanical button on top of the mouse. In general, pressing the mouse button initiates some action on whatever is under the pointer on the screen, and releasing the button confirms the action.
Point	To position the pointer on an object.
Pointer	An arrow, a watch, a beach ball, a hand, or other symbol on the screen that moves as you move the mouse.
Return Key	The “return” key on the keyboard that you press when you are instructed to do so.
Scrolling Field	A special type of field. You use the vertical bar to move to a different part of its content in its window.
<i>Search</i>	A Functional button. It allows you to find information on a card in a stack.
<i>Sort</i>	A Functional button. It allows you to rearrange the order of cards in a stack.
Stack	A file in CFISH. Every stack consists of one or more cards.

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## Chapter 5: How to Start CFISH

This chapter discusses:

- how to start **CFISH**
- how to get to the **CFISH Main Menu**
- how to get to the **SARA Title III** screen
- how to get to the **CFISH Help** stack
- how to get to the **Facility Information** stack
- how to get to the **Chemical Inventory** stack
- how to get to the **Toxic Release Annual Report** stack
- how to get to the **Spill Report** stack
- how to get to the **Chemical Database** stack
- how to get to the **Extremely Hazardous Substances** stack
- how to get to the **Emergency Numbers** stack

---

### Start CFISH

To start the **CFISH** computer program

There are different ways to start **CFISH**. They include:

- starting the program when the Macintosh computer is off
- starting the program when you are in the Macintosh desktop environment
- restarting the program when **CFISH** is already on the screen

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#### If the Macintosh computer is off

1. Turn the computer on.

**CFISH** will be loaded automatically by the computer system.

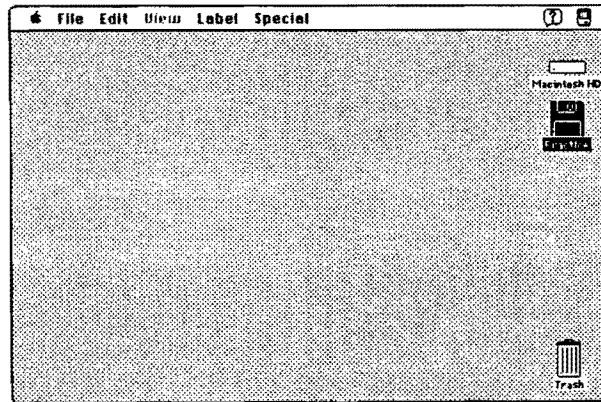
- **Note:** *How you turn on the Macintosh depends on which model it is. For specific information, go to the setup book that came with the computer.*

---

#### If you are in the Macintosh desktop environment

1. Move the pointer to the **Special** menu.
  2. Press and hold down the mouse button when the pointer is in the **Special** menu.
  3. Move the pointer to highlight the **Restart** option.
  4. Release the mouse button.
- CFISH** will be loaded automatically by the computer system.

## Macintosh Desktop Environment



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### If CFISH is already on the screen

You may start using CFISH. If you want to restart CFISH, you need to quit CFISH first. Then follow the instructions above to restart CFISH.

■ **Note:** *Refer to Chapter 15 if you don't know how to quit CFISH.*

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### CFISH Main Menu

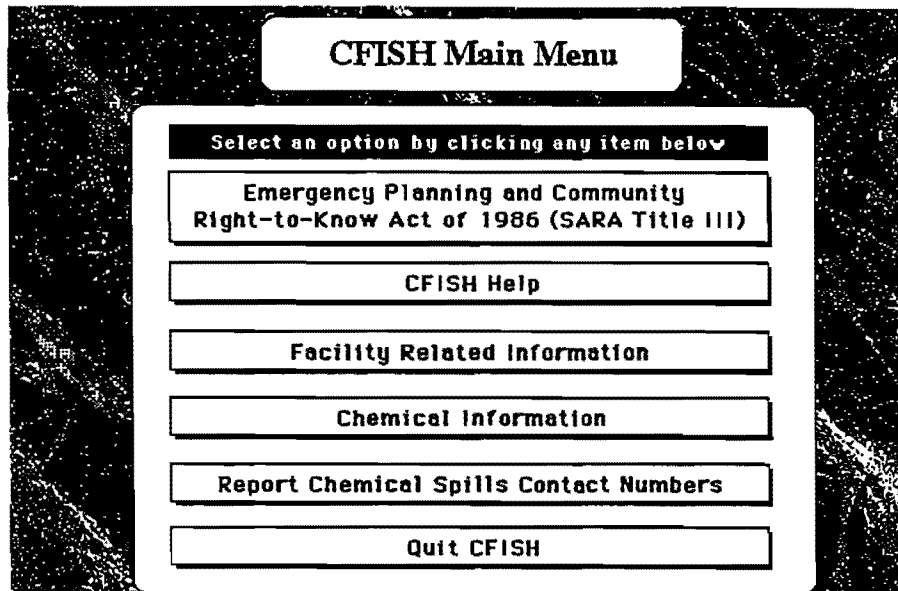
To get to the CFISH Main Menu screen from the beginning of the program

1. Press the **Return** key three times.

■ **Note:** *Please read the information and follow the instruction on each screen.*

2. Click anywhere on the screen.  
CFISH Main Menu appears on the screen.

■ **Note:** *If you need to learn how to use the mouse, press the Return key when the computer asks you to do so. Follow the instructions on the screen. You can also read Chapter 2 to get yourself familiar with using the mouse.*



---

**SARA Title III  
Screen**

To get to the SARA Title III screen from the CFISH Main Menu

1. Click the *Emergency Planning and Community Right-to-Know Act of 1986 (SARA Title III)* button.

The SARA Title III screen appears on the screen. Refer to Chapters 3 and 6 for more information about the law and what to do when you are in this screen.

---

**CFISH Help  
Stack**

To get to the CFISH Help stack from the CFISH Main Menu

1. Click the *CFISH Help* button.

The CFISH Help stack appears on the screen. Refer to Chapter 7 for more information about the stack.

---

**Facility  
Information  
Stack**

To get to the Facility Information stack from the CFISH Main Menu

1. Click the *Facility Related Information* button.  
A list of counties appears on the screen.
2. Click on a county.  
A list of stacks appears on the screen.
3. Click the *Facility Information* button.

The **Facility Information** card appears on the screen. Refer to Chapter 8 for more information about the stack.

---

**Chemical  
Inventory Stack**

To get to the **Chemical Inventory** stack from the **CFISH Main Menu**

1. Click the *Facility Related Information* button.  
A list of counties appears on the screen.
2. Click on a county.  
A list of stacks appears on the screen.
3. Click the *Chemical Inventory* button.  
The **Chemical Inventory** card appears on the screen. Refer to Chapter 9 for more information about the stack.

---

**Toxic Release  
Annual Report  
Stack**

To get to the **Toxic Release Annual Report** stack from the **CFISH Main Menu**

1. Click the *Facility Related Information* button.  
A list of counties appears on the screen.
2. Click on a county.  
A list of stacks appears on the screen.
3. Click the *Toxic Release Annual Report* button.  
The **Toxic Release Annual Report** card appears on the screen. Refer to Chapter 10 for more information about the stack.

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**Spill Report  
Stack**

To get to the **Spill Report** stack from the **CFISH Main Menu**

1. Click the *Facility Related Information* button.  
A list of counties appears on the screen.
2. Click on a county.  
A list of stacks appears on the screen.
3. Click the *Spill Report* button.  
The **Spill Report** card appears on the screen. Refer to Chapter 11 for more information about the stack.



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<b>Chemical Database Stack</b>	<p>To get to the <b>Chemical Database</b> stack from the <b>CFISH Main Menu</b></p> <ol style="list-style-type: none"><li>1. Click the <i>Chemical Information</i> button. Two databases appear on the screen.</li><li>2. Click the <i>Chemical Database</i> button. The <b>Chemical Database</b> card appears on the screen. Refer to Chapter 12 for more information about the stack.</li></ol>
<b>Extremely Hazardous Substances Stack</b>	<p>To get to the <b>Extremely Hazardous Substances</b> stack from the <b>CFISH Main Menu</b></p> <ol style="list-style-type: none"><li>1. Click the <i>Chemical Information</i> button. Two databases appear on the screen.</li><li>2. Click the <i>Extremely Hazardous Substances</i> button. The <b>Extremely Hazardous Substances</b> card appears on the screen. Refer to Chapter 13 for more information about the stack.</li></ol>
<b>Emergency Numbers Stack</b>	<p>To get to the <b>Emergency Numbers</b> stack from the <b>CFISH Main Menu</b></p> <ol style="list-style-type: none"><li>1. Click the <i>Report Chemical Spills Contact Numbers</i> button. The <b>Emergency Numbers</b> card appears on the screen. Refer to Chapter 14 for more information about the stack.</li></ol>

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---

## Chapter 6: The SARA Title III Screen

This chapter discusses:

- what information is contained in the SARA Title III screen
- how to use the functional buttons and their actions

This chapter assumes that you have the SARA Title III up on your screen. If you don't know how to get to this screen, please review Chapter 5.

---

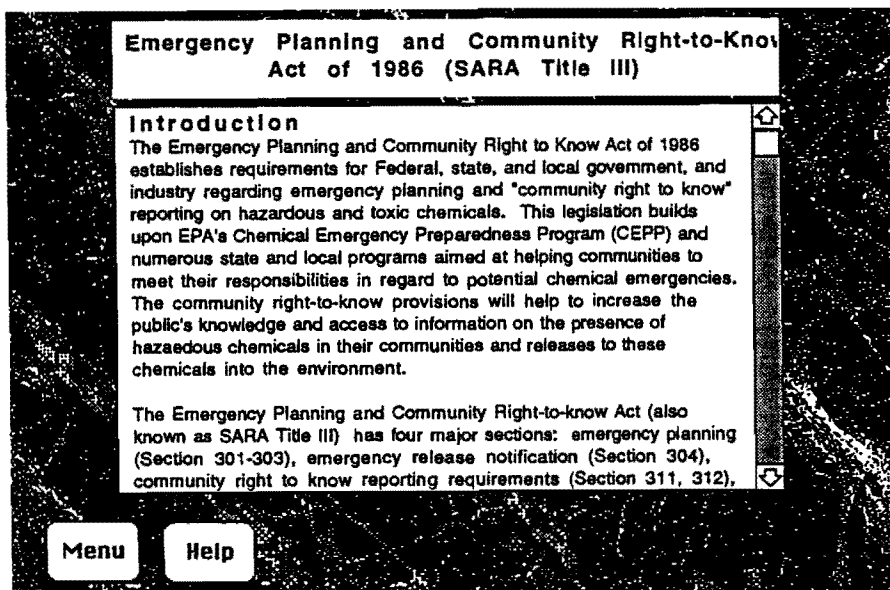
### Introduction to the SARA Title III Screen

The SARA Title III screen provides detailed information about the Emergency Planning and Community Right-to-Know Act of 1986.

- **Note:** *Refer to Chapter 3 if you prefer to read about the law on a hard copy.*

In this screen, you can:

- return to the CFISH Main Menu
- get help



---

### Functional Buttons

There are two functional buttons in this screen. They include the *Menu*, and *Help* buttons. With the functional buttons you can:

- return to the CFISH Main Menu
- get help

***Menu* Button**

---

**To return to the CFISH Main Menu**

1. Click the ***Menu*** button.  
The **CFISH Main Menu** screen appears on the screen.

***Help* Button**

---

**To get help**

1. Click the ***Help*** button.  
The help screen shows you what to do with the scrolling field.
2. Click the ***Return*** button.  
The ***Return*** button on the **Scrolling Field Help** screen takes you back to the **SARA Title III** screen.

---

## Chapter 7: The CFISH Help Stack

This chapter discusses what general helps are contained in the **CFISH Help** stack.

It assumes that you have the **CFISH Help** stack up on your screen. If you don't know how to get to this stack, please review Chapter 5.

---

### Introduction to the CFISH Help Stack

The **CFISH Help** stack provides help for each of the stacks in **CFISH**. It also shows you what to do with the scrolling field.

In this stack, you can:

- return to the **CFISH Main Menu**
- go to the **Chemical Database Help**
- go to the **Chemical Inventory Help**
- go to the **Emergency Numbers Help**
- go to the **Extremely Hazardous Substances Help**
- go to the **Facility Information Help**
- go to the **Scrolling Field Help**
- go to the **Spill Report Help**
- go to the **Toxic Release Annual Report Help**

---

### Menu Button

---

#### To return to the CFISH Main Menu

1. Click the *Menu* button.  
The **CFISH Main Menu** screen appears on the screen.

---

#### Chemical Database Help

1. Click on the **Chemical Database**.  
The **Chemical Database Help** appears on your screen. It provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.
2. Click the *Return* button.  
The *Return* button on the **Chemical Database Help** screen takes you back to the **CFISH Help** screen.

---

#### Chemical Inventory Help

1. Click on the **Chemical Inventory**.  
The **Chemical Inventory Help** appears on your screen. It provides an overview of the stack, the definition of each of the information

fields, and the use of the card navigation buttons and the functional buttons.

2. Click the *Return* button.

The *Return* button on the **Chemical Inventory Help** screen takes you back to the **CFISH Help** screen.

---

### **Emergency Numbers Help**

1. Click on the **Emergency Numbers**.

The **Emergency Numbers Help** appears on your screen. It provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.

2. Click the *Return* button.

The *Return* button on the **Emergency Numbers Help** screen takes you back to the **CFISH Help** screen.

---

### **Extremely Hazardous Substances Help**

1. Click on the **Extremely Hazardous Substances**.

The **Extremely Hazardous Substances Help** appears on your screen. It provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.

2. Click the *Return* button.

The *Return* button on the **Extremely Hazardous Substances Help** screen takes you back to the **CFISH Help** screen.

---

### **Facility Information Help**

1. Click on the **Facility Information**.

The **Facility Information Help** appears on your screen. It provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.

2. Click the *Return* button.

The *Return* button on the **Facility Information Help** screen takes you back to the **CFISH Help** screen.

---

### Scrolling Field Help

1. Click on the **Scrolling Field**.  
The **Scrolling Field Help** appears on your screen.
2. Click the *Return* button.  
The *Return* button on the **Scrolling Field Help** screen takes you back to the **CFISH Help** screen.

---

### Spill Report Help

1. Click on the **Spill Report**.  
The **Spill Report Help** appears on your screen. It provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.
2. Click the *Return* button.  
The *Return* button on the **Spill Report Help** screen takes you back to the **CFISH Help** screen.

---

### Toxic Release Annual Report Help

1. Click on the **Toxic Release Annual Report**.  
The **Toxic Release Annual Report Help** appears on your screen. It provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.
2. Click the *Return* button.  
The *Return* button on the **Toxic Release Annual Report Help** screen takes you back to the **CFISH Help** screen.

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## Chapter 8: The Facility Information Stack

This chapter discusses:

- what information is contained in the **Facility Information** stack
- the definition of each of the information fields
- how to use the card navigation buttons and their functions
- how to use the functional buttons and their actions

This chapter assumes that you have the **Facility Information** stack up on your screen. If you don't know how to get to this stack, please review Chapter 5.

### Introduction to the Facility Information Stack

The **Facility Information** stack provides the locations of facilities that contain hazardous chemicals. The general location of a facility is represented by a black box on the map. In this stack, you can:

- return to the **CFISH Main Menu**
  - get general help for the stack
  - rearrange the order of the cards in the stack
  - find a specific facility or facilities in an area
  - print the information on the card
  - link the facility to the **Chemical Inventory** stack, the **Toxic Release Annual Report** stack, and the **Spill Report** stack
- **Note:** *For more information about these stacks, please refer to Chapter 9, Chapter 10, and Chapter 11 respectively.*

### Information Fields on Facility Information Cards

The screenshot displays a 'Facility Information' card, labeled 'Card 1 of 358'. The card contains the following fields:

- Name: 3M COMPANY
- ID: HNL0302
- Island: OAHU
- Address: 4443 MALAAI STREET, HONOLULU HI 96818

To the right of the address fields is a map titled 'Location in the Map' showing the island of Oahu with a black box indicating the facility's location. Below the map is the label 'Oahu'.

Navigation buttons are located on the right side of the card:

- Click One
- First (left arrow)
- Last (right arrow)
- Previous (left arrow)
- Next (right arrow)

At the bottom of the card, a prompt reads 'Select an option by clicking any button below'. Below this prompt are six buttons: Menu, Help, Sort, Search, Print, and Link.

*Name* -- Name of facility.

*ID* -- Identification number unique to the facility.

*Island* -- Name of the island where the facility is located.

*Address* -- Street, city, state, and zip code.

---

**Card Navigation Buttons** There are four card navigation buttons on the right side of the screen. They include the *First*, *Last*, *Previous*, and *Next* buttons. These buttons are for moving around in the stack. You can use these buttons to:

- go to the first card in the stack
- go to the last card in the stack
- go to the previous card in the stack
- go to the next card in the stack

---

***First Button*** To go to the first card in the stack

1. Click the *First* button.

The first card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

---

***Last Button*** To go to the last card in the stack

1. Click the *Last* button.

The last card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

---

***Previous Button*** To go to the previous card in the stack

1. Click the *Previous* button.

The *Previous* button takes you to the card in the stack immediately before the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

---

***Next Button*** To go to the next card in the stack

1. Click the *Next* button.

The *Next* button takes you to the card in the stack immediately after the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

---

## Functional Buttons

There are seven functional buttons in this stack. They include the *Menu*, *Help*, *Sort*, *Search*, *Print*, *Link* and *Return* buttons. The *Return* button is shown only when you link to this stack from a different stack. With the functional buttons you can:

- return to the **CFISH Main Menu**
- get general help for the stack
- rearrange the order of the cards in the stack
- find a specific facility or facilities in an area
- print the information on the card
- link the facility to the **Chemical Inventory** stack, the **Toxic Release Annual Report** stack, and the **Spill Report** stack

---

### *Menu* Button

---

**To return to the CFISH Main Menu**

1. Click the *Menu* button.  
The **CFISH Main Menu** screen appears on the screen.

---

### *Help* Button

---

**To get general help for the stack**

1. Click the *Help* button.  
The help screen provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.
2. Click the *Return* button.  
The *Return* button on the **Facility Information Help** screen takes you back to the previous card.

---

### *Sort* Button

---

**To rearrange the order of the cards in the stack**

You can rearrange the order of the cards by *Facility Name*, *Facility ID*, *City*, and *Zip Code*.

---

**To rearrange the cards by *Facility Name***

1. Click the *Sort* button.  
Four sorting functions appear on the screen.
2. Click the *Sort by Facility Name* button.  
The cards are rearranged by *Facility Name* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

**To rearrange the cards by *Facility ID***

1. Click the *Sort* button.  
Four sorting functions appear on the screen.
2. Click the *Sort by Facility ID* button.  
The cards are rearranged by *Facility ID* in alphanumeric order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

**To rearrange the cards by *City***

1. Click the *Sort* button.  
Four sorting functions appear on the screen.
2. Click the *Sort by City* button.  
The cards are rearranged by *City* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

**To rearrange the cards by *Zip Code***

1. Click the *Sort* button.  
Four sorting functions appear on the screen.
2. Click the *Sort by Zip Code* button.  
The cards are rearranged by *Zip Code* in numerical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

***Search Button***

---

**To find a specific facility or facilities in an area**

You can:

- find a specific facility
- find all facilities in a city
- find all facilities in a zip code area

---

**To find a specific facility**

1. Click the *Search* button.  
Three searching functions appear on the screen.

2. Click the *Search by Facility Name* button.  
A list of facility names appears on the screen.

3. Click on a facility name.  
The specific **Facility Information** card appears on the screen. The *First* and *Last* buttons are not available for use. Sometimes the search may find more than one facility (same name but different locations), you can use the *Previous* and *Next* buttons to view all the cards.

---

**To find all facilities in a city**

1. Click the *Search* button.  
Three searching functions appear on the screen.

2. Click the *Search by City* button.  
A list of cities appears on the screen.

3. Click on a city.  
All facilities found in the city will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all facilities in a zip code area**

1. Click the *Search* button.  
Three searching functions appear on the screen.

2. Click the *Search by Zip Code* button.  
A list of zip codes appears on the screen.

3. Click on a zip code.  
All facilities found in the zip code area will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

***Print Button***

---

**To print the information on the card**

If there is a printer connected to your computer, the information on the current card can be printed.

1. Click the *Print* button.  
Only one card will be printed at a time.

## *Link Button*

---

**To link the facility to the Chemical Inventory stack, the Toxic Release Annual Report stack, and the Spill Report stack**

You can find out:

- what chemicals are currently stored at the facility
- historical data on chemicals that are routinely released by the facility
- historical data on chemicals that are accidentally released by the facility

---

### **Chemicals currently stored at the facility**

1. Click the *Link* button.

Three linking functions appear on the screen.

2. Click the *Link to Chemical Inventory* button.

The **Chemical Inventory** stack appears on the screen. It contains the names of chemicals reported by the facility. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.

The *Return* button on the **Chemical Inventory** screen takes you back to the **Facility Information** card.

---

### **Chemicals routinely released by the facility**

1. Click the *Link* button.

Three linking functions appear on the screen.

2. Click the *Link to Toxic Release Report* button.

The **Toxic Release Annual Report** stack appears on the screen. It contains the incidents of routinely released chemicals reported by the facility. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.

The *Return* button on the **Toxic Release Annual Report** screen takes you back to the **Facility Information** card.

---

**Chemicals accidentally released by the facility**

1. Click the *Link* button.

Three linking functions appear on the screen.

2. Click the *Link to Spill Report* button.

The **Spill Report** stack appears on the screen. It contains the incidents of accidentally released chemicals reported by the facility. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.

The *Return* button on the **Spill Report** screen takes you back to the **Facility Information** card.

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## Chapter 9: The Chemical Inventory Stack

This chapter discusses:

- what information is contained in the Chemical Inventory stack
- the definition of each of the information fields
- how to use the card navigation buttons and their functions
- how to use the functional buttons and their actions

This chapter assumes that you have the Chemical Inventory stack up on your screen. If you don't know how to get to this stack, please review Chapter 5.

### Introduction to the Chemical Inventory Stack

The Chemical Inventory stack provides an inventory of chemicals stored at a facility. In this stack, you can:

- return to the CFISH Main Menu
- get general help for the stack
- rearrange the order of the cards in the stack
- find all the reported chemicals
- print the information on the card
- link the information to the Facility Information stack, the Chemical Database stack, and the Extremely Hazardous Substances stack

■ **Note:** *For more information about these stacks, please refer to Chapter 8, Chapter 12, and Chapter 13 respectively.*

### Information Fields on Chemical Inventory Cards

Chemical Inventory v 1.0		Card 2 of 951
Name	BWS, Beretania Pumping Station	
ID.	HNL0002	
Report Year		
Island	OAHU	
Address	650 S. Beretania Street	
CAS No.		
	Honolulu HI 96813	
Chemical Name	Chlorine, liquid industrial grade	
Max. Daily Amount	0 - 99 Pounds	
Extremely Hazardous Substance		
Hazard Categories:		
<input checked="" type="checkbox"/> immediate (acute) health hazard	<input type="checkbox"/> fire hazard	
<input checked="" type="checkbox"/> delayed (chronic) health hazard	<input checked="" type="checkbox"/> reactive hazard	
<input checked="" type="checkbox"/> sudden release of pressure hazard		
Select an option by clicking any button below		
Menu	Help	
Sort	Search	
Print	Link	

Click One

First

Last

Previous

Next

*Name* -- Name of facility.

*ID* -- Identification number unique to the facility.

*Island* -- Name of the island where the facility is located.

*Address* -- Street, city, state, and zip code.

*Report Year* -- The year for which the facility must make a report.

*Chemical Name* -- The name of chemical stored at a facility.

*CAS No.* -- Chemical Abstract Service registry number.

*Max. Daily Amount* -- The maximum amount of chemical being stored at a facility.

*Extremely Hazardous Substances* -- The answer is "Yes" if the chemical is one of the 360 extremely hazardous substances.

*Immediate (Acute) Health Hazard* -- Chemical hazard category.

*Delayed (Chronic) Health Hazard* -- Chemical hazard category.

*Fire Hazard* -- Chemical hazard category.

*Sudden Release of Pressure Hazard* -- Chemical hazard category.

*Reactive Hazard* -- Chemical hazard category.

---

**Card Navigation Buttons** There are four card navigation buttons on the right side of the screen. They include the *First*, *Last*, *Previous*, and *Next* buttons. These buttons are for moving around in the stack. You can use these buttons to:

- go to the first card in the stack
- go to the last card in the stack
- go to the previous card in the stack
- go to the next card in the stack

---

***First Button***

---

**To go to the first card in the stack**

1. Click the *First* button.

The first card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

---

***Last Button***

---

**To go to the last card in the stack**

1. Click the *Last* button.

The last card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

***Previous Button***

---

**To go to the previous card in the stack**

1. Click the *Previous* button.

The *Previous* button takes you to the card in the stack immediately before the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

***Next Button***

---

**To go to the next card in the stack**

1. Click the *Next* button.

The *Next* button takes you to the card in the stack immediately after the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

---

**Functional Buttons**

There are seven functional buttons in this stack. They include the *Menu*, *Help*, *Sort*, *Search*, *Print*, *Link* and *Return* buttons. The *Return* button is shown only when you link to this stack from a different stack. With the functional buttons you can:

- return to the **CFISH Main Menu**
- get general help for the stack
- rearrange the order of the cards in the stack
- find all the reported chemicals
- print the information on the card
- link the information to the **Facility Information** stack, the **Chemical Database** stack, and the **Extremely Hazardous Substances** stack

***Menu Button***

---

**To return to the CFISH Main Menu**

1. Click the *Menu* button.

The **CFISH Main Menu** screen appears on the screen.

***Help Button***

---

**To get general help for the stack**

1. Click the *Help* button.

The help screen provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.

2. Click the *Return* button.

The *Return* button on the **Chemical Inventory Help** screen takes you back to the previous card.

## **Sort Button**

---

### **To rearrange the order of the cards in the stack**

You can rearrange the order of the cards by *Facility Name*, *Facility ID*, *City*, *Zip Code* and *Chemical Name*.

---

### **To rearrange the cards by *Facility Name***

1. Click the *Sort* button.  
Five sorting functions appear on the screen.
2. Click the *Sort by Facility Name* button.  
The cards are rearranged by *Facility Name* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

### **To rearrange the cards by *Facility ID***

1. Click the *Sort* button.  
Five sorting functions appear on the screen.
2. Click the *Sort by Facility ID* button.  
The cards are rearranged by *Facility ID* in alphanumeric order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

### **To rearrange the cards by *City***

1. Click the *Sort* button.  
Five sorting functions appear on the screen.
2. Click the *Sort by City* button.  
The cards are rearranged by *City* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

### **To rearrange the cards by *Zip Code***

1. Click the *Sort* button.  
Five sorting functions appear on the screen.

2. Click the *Sort by Zip Code* button.

The cards are rearranged by *Zip Code* in numerical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

**To rearrange the cards by *Chemical Name***

1. Click the *Sort* button.

Five sorting functions appear on the screen.

2. Click the *Sort by Chemical Name* button.

The cards are rearranged by *Chemical Name* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

***Search Button***

---

**To find all the chemicals that are reported**

You can:

- find all the chemicals that are reported to be present in a specific facility
- find all the chemicals that are reported to be present in a city
- find all the chemicals that are reported to be present in a zip code area
- find all the chemicals that are reported in a year
- find all the sites where a specific chemical is stored

---

**To find all the chemicals that are reported to be present in a specific facility**

1. Click the *Search* button.

Six searching functions appear on the screen.

2. Click the *Search by Facility Name* button.

A list of facility names appears on the screen.

3. Click on a facility name.

All chemicals found in the facility will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the chemicals that are reported to be present in a city**

1. Click the *Search* button.  
Six searching functions appear on the screen.
2. Click the *Search by City* button.  
A list of cities appears on the screen.
3. Click on a city.  
All chemicals found in the city will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the chemicals that are reported to be present in a zip code area**

1. Click the *Search* button.  
Six searching functions appear on the screen.
2. Click the *Search by Zip Code* button.  
A list of zip codes appears on the screen.
3. Click on a zip code.  
All chemicals found in the zip code area will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the chemicals that are reported in a year**

1. Click the *Search* button.  
Six searching functions appear on the screen.
2. Click the *Search by Year* button.  
A list of years appears on the screen.
3. Click on a year.  
All chemicals reported in the year will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the sites where a specific chemical is stored**

1. Click the *Search* button.  
Six searching functions appear on the screen.

2. Click the *Search by Chemical Name* button.

A list of chemicals appears on the screen.

3. Click on a chemical name.

All facilities reported to have the chemical will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the sites where a specific chemical is stored**

1. Click the *Search* button.

Six searching functions appear on the screen.

2. Click the *Search by CAS Number* button.

A list of CAS numbers appears on the screen.

3. Click on a CAS number.

All facilities reported to have the chemical will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

***Print Button***

---

**To print the information on the card**

If there is a printer connected to your computer, the information on the current card can be printed.

1. Click the *Print* button.

Only one card will be printed at a time.

***Link Button***

---

**To link the information to the Facility Information stack, the Chemical Database stack, and the Extremely Hazardous Substances stack**

You can find out:

- the general location of the facility on a map
- the detailed information on hazards, response information, and properties for the chemical
- if the chemical is one of the 360 extremely hazardous substances and its reportable quantity

---

**To see the general location of the facility on a map**

1. Click the *Link* button.

Three linking functions appear on the screen.

2. Click the *Link to Facility Information* button.

The **Facility Information** stack appears on the screen. The general location of the facility is shown on the map. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.

The *Return* button on the **Facility Information** screen takes you back to the **Chemical Inventory** card.

---

**To find the detailed information on hazards, response information, and properties for the chemical**

1. Click the *Link* button.

Three linking functions appear on the screen.

2. Click the *Link to Chemical Database* button.

The **Chemical Database** stack appears on the screen. It contains the detailed information on hazards, response information, and properties for the chemical. The *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

■ **Note:** *This process will take awhile because of the size of the database.*

3. Click the *Return* button.

The *Return* button on the **Chemical Database** screen takes you back to the **Chemical Inventory** card.

---

**To find out if the chemical is one of the 360 extremely hazardous substances and its reportable quantity**

1. Click the *Link* button.

Three linking functions appear on the screen.

2. Click the *Link to Extremely Hazardous Substances* button.

The **Extremely Hazardous Substances** stack appears on the screen. It contains the reportable quantity and the threshold planning quantity for the chemical. The *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.



3. Click the *Return* button.

The *Return* button on the **Extremely Hazardous Substances** screen takes you back to the **Chemical Inventory** card.

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## Chapter 10: The Toxic Release Annual Report Stack

This chapter discusses:

- what information is contained in the **Toxic Release Annual Report** stack
- the definition of each of the information fields
- how to use the card navigation buttons and their functions
- how to use the functional buttons and their actions

This chapter assumes that you have the **Toxic Release Annual Report** stack up on your screen. If you don't know how to get to this stack, please review Chapter 5.

### Introduction to the Toxic Release Annual Report Stack

The **Toxic Release Annual Report** stack provides information about annual releases to the air, water, and land reported under Section 313 of the Emergency Planning and Community Right-to-Know Act of 1986. The purpose of this reporting requirement is to inform the public and state, local, and Federal government about routine releases of toxic chemicals to the environment. In this stack, you can:

- return to the **CFISH Main Menu**
- get general help for the stack
- rearrange the order of the cards in the stack
- find all the chemicals that are reported
- print the information on the card
- link the information to the **Facility Information** stack, the **Chemical Database** stack, and the **Extremely Hazardous Substances** stack

■ **Note:** *For more information about these stacks, please refer to Chapter 8, Chapter 12, and Chapter 13 respectively.*

### Information Fields on Toxic Release Annual Report Cards

Toxic Release Annual Report v 1.0		Card 11 of 290			
Name	Chevron U.S.A. (HAWAII REFINERY)				
ID.	HNL0131	Report Year	1987	Island	OAHU
Address	91-480 MALAKOLE RD.		CAS	95636	
	EWA BEACH	HI	96707	No.	
Chemical Name	1,2,4-TRIMETHYLBENZENE				
Amounts in Pounds per Year					
Releases to Land	250	Releases to Air:			
Releases to Water	250	Fugitive or Non-Point Air	10000		
Offsite Transfers		Stack or Point Air	8500		
Public Treatment Works	500	Underground			
Others	0	Injection	0		
Select an option by clicking any button below					
Menu	Help	Sort	Search	Print	Link

*Name* -- Name of facility.

*ID* -- Identification number unique to the facility.

*Island* -- Name of the island where the facility is located.

*Address* -- Street, city, state, and zip code.

*Report Year* -- Year for which records are being kept.

*Chemical Name* -- Name of the chemical.

*CAS No.* -- Chemical Abstract Service registry number.

*Releases to Land* -- Annual quantity of chemical releases (in pounds) to the ground.

*Releases to Water* -- Annual quantity of chemical releases (in pounds) to water.

*Public Treatment Works* -- Annual quantity of offsite transfers of the chemical to a public treatment works.

*Others* -- Annual quantity of chemical transferred to other than a public treatment works.

*Fugitive or Non-Point Air* -- Annual quantity of chemical releases (in pounds) from fugitive or non-point sources.

*Stack or Point Air* -- Annual quantity of chemical releases (in pounds) from stack or point sources to the air.

*Underground Injection* -- Annual quantity of chemical releases (in pounds) from underground injection wells.

---

**Card Navigation Buttons** There are four card navigation buttons on the right side of the screen. They include the *First*, *Last*, *Previous*, and *Next* buttons. These buttons are for moving around in the stack. You can use these buttons to:

- go to the first card in the stack
- go to the last card in the stack
- go to the previous card in the stack
- go to the next card in the stack

---

***First Button***

---

**To go to the first card in the stack**

1. Click the *First* button.

The first card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

***Last* Button**

---

**To go to the last card in the stack**

1. Click the ***Last*** button.

The last card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

***Previous* Button**

---

**To go to the previous card in the stack**

1. Click the ***Previous*** button.

The ***Previous*** button takes you to the card in the stack immediately before the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

***Next* Button**

---

**To go to the next card in the stack**

1. Click the ***Next*** button.

The ***Next*** button takes you to the card in the stack immediately after the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

---

**Functional Buttons**

There are seven functional buttons in this stack. They include the ***Menu***, ***Help***, ***Sort***, ***Search***, ***Print***, ***Link*** and ***Return*** buttons. The ***Return*** button is shown only when you link to this stack from a different stack. With the functional buttons you can:

- return to the **CFISH Main Menu**
- get general help for the stack
- rearrange the order of the cards in the stack
- find all the chemicals that are reported
- print the information on the card
- link the information to the **Facility Information** stack, the **Chemical Database** stack, and the **Extremely Hazardous Substances** stack

***Menu* Button**

---

**To return to the CFISH Main Menu**

1. Click the ***Menu*** button.

The **CFISH Main Menu** screen appears on the screen.

## ***Help Button***

---

### **To get general help for the stack**

1. Click the ***Help*** button.

The help screen provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.

2. Click the ***Return*** button.

The ***Return*** button on the **Toxic Release Annual Report Help** screen takes you back to the previous card.

## ***Sort Button***

---

### **To rearrange the order of the cards in the stack**

You can rearrange the order of the cards by *Facility Name*, *Facility ID*, *City*, *Zip Code* and *Chemical Name*.

---

#### **To rearrange the cards by *Facility Name***

1. Click the ***Sort*** button.

Five sorting functions appear on the screen.

2. Click the ***Sort by Facility Name*** button.

The cards are rearranged by *Facility Name* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

#### **To rearrange the cards by *Facility ID***

1. Click the ***Sort*** button.

Five sorting functions appear on the screen.

2. Click the ***Sort by Facility ID*** button.

The cards are rearranged by *Facility ID* in alphanumeric order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

#### **To rearrange the cards by *City***

1. Click the ***Sort*** button.

Five sorting functions appear on the screen.

2. Click the *Sort by City* button.

The cards are rearranged by *City* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

**To rearrange the cards by *Zip Code***

1. Click the *Sort* button.

Five sorting functions appear on the screen.

2. Click the *Sort by Zip Code* button.

The cards are rearranged by *Zip Code* in numerical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

**To rearrange the cards by *Chemical Name***

1. Click the *Sort* button.

Five sorting functions appear on the screen.

2. Click the *Sort by Chemical Name* button.

The cards are rearranged by *Chemical Name* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

***Search Button***

---

**To find all the chemicals that are reported**

You can:

- find all the chemicals that are routinely released by a specific facility
- find all the chemicals that are routinely released in a city
- find all the chemicals that are routinely released in a zip code area
- find all the chemicals that are routinely released in a year
- find all the sites where a specific chemical is routinely being released

---

**To find all the chemicals that are routinely released by a specific facility**

1. Click the *Search* button.

Six searching functions appear on the screen.

2. Click the *Search by Facility Name* button.

A list of facility names appears on the screen.

3. Click on a facility name.

All chemicals reported by the facility will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the chemicals that are routinely released in a city**

1. Click the *Search* button.

Six searching functions appear on the screen.

2. Click the *Search by City* button.

A list of cities appears on the screen.

3. Click on a city.

All chemicals released in the city will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the chemicals that are routinely released in a zip code area**

1. Click the *Search* button.

Six searching functions appear on the screen.

2. Click the *Search by Zip Code* button.

A list of zip codes appears on the screen.

3. Click on a zip code.

All chemicals released in the zip code area will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the chemicals that are routinely released in a year**

1. Click the *Search* button.

Six searching functions appear on the screen.

2. Click the *Search by Year* button.

A list of years appears on the screen.



3. Click on a year.

All chemicals released in the year will be grouped together for you to view. The ***First*** and ***Last*** buttons are not available for use. Use the ***Previous*** and ***Next*** buttons to view all the cards.

---

**To find all the sites where a specific chemical is routinely being released**

1. Click the ***Search*** button.

Six searching functions appear on the screen.

2. Click the ***Search by Chemical Name*** button.

A list of chemicals appears on the screen.

3. Click on a chemical name.

All facilities that have released the chemical will be grouped together for you to view. The ***First*** and ***Last*** buttons are not available for use. Use the ***Previous*** and ***Next*** buttons to view all the cards.

---

**To find all the sites where a specific chemical is routinely being released**

1. Click the ***Search*** button.

Six searching functions appear on the screen.

2. Click the ***Search by CAS Number*** button.

A list of CAS numbers appears on the screen.

3. Click on a CAS number.

All facilities that have released the chemical will be grouped together for you to view. The ***First*** and ***Last*** buttons are not available for use. Use the ***Previous*** and ***Next*** buttons to view all the cards.

***Print Button***

---

**To print the information on the card**

If there is a printer connected to your computer, the information on the current card can be printed.

1. Click the ***Print*** button.

Only one card will be printed at a time.

## ***Link Button***

---

**To link the information to the Facility Information stack, the Chemical Database stack, and the Extremely Hazardous Substances stack**

You can find out:

- the general location of the facility on a map
- the detailed information on hazards, response information, and properties for the chemical
- if the chemical is one of the 360 extremely hazardous substances and its reportable quantity

---

**To see the general location of the facility on a map**

1. Click the ***Link*** button.

Three linking functions appear on the screen.

2. Click the ***Link to Facility Information*** button.

The **Facility Information** stack appears on the screen. The general location of the facility is shown on the map. The ***Sort, Search, Link, First*** and ***Last*** buttons are not available for use. Use the ***Previous*** and ***Next*** buttons to view all the cards.

3. Click the ***Return*** button.

The ***Return*** button on the **Facility Information** screen takes you back to the **Toxic Release Annual Report** card.

---

**To find the detailed information on hazards, response information, and properties for the chemical**

1. Click the ***Link*** button.

Three linking functions appear on the screen.

2. Click the ***Link to Chemical Database*** button.

The **Chemical Database** stack appears on the screen. It contains the detailed information on hazards, response information, and properties for the chemical. The ***Search, Link, First*** and ***Last*** buttons are not available for use. Use the ***Previous*** and ***Next*** buttons to view all the cards.

- **Note:** *This process will take awhile because of the size of the database.*

3. Click the ***Return*** button.

The ***Return*** button on the **Chemical Database** screen takes you back to the **Toxic Release Annual Report** card.

---

**To find out if the chemical is one of the 360 extremely hazardous substances and its reportable quantity**

1. Click the *Link* button.

Three linking functions appear on the screen.

2. Click the *Link to Extremely Hazardous Substances* button.

The **Extremely Hazardous Substances** stack appears on the screen. It contains the reportable quantity and the threshold planning quantity for the chemical. The *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.

The *Return* button on the **Extremely Hazardous Substances** screen takes you back to the **Toxic Release Annual Report** card.

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## Chapter 11: The Spill Report Stack

This chapter discusses:

- what information is contained in the **Spill Report** stack
- the definition of each of the information fields
- how to use the card navigation buttons and their functions
- how to use the functional buttons and their actions

This chapter assumes that you have the **Spill Report** stack up on your screen. If you don't know how to get to this stack, please review Chapter 5.

### Introduction to the Spill Report Stack

The **Spill Report** stack provides information about accidental released of chemicals occurring from various facilities that have been included in **CFISH**. In this stack, you can:

- return to the **CFISH Main Menu**
- get general help for the stack
- rearrange the order of the cards in the stack
- find all the chemicals that are reported
- print the information on the card
- link the information to the **Facility Information** stack, the **Chemical Database** stack, and the **Extremely Hazardous Substances** stack

■ **Note:** *For more information about these stacks, please refer to Chapter 8, Chapter 12, and Chapter 13 respectively.*

### Information Fields on Spill Report Cards

Spill Report		Card 1 of 9			
Name	DEPARTMENT OF P & R PALOLO POOL				
ID.	HNL0358	Accident Date	01/21/89	Island	OAHU
Accident Location	2007 PALOLO AVENUE		CAS No.	7782505	
City	HONOLULU	HI	96826		
Chemical Name	Chlorine Gas				
Quantity Released	100 Pounds		Year	1989	
Released to	Air		Reportable Quantity?	Yes	
Click on a topic below for more information					
Connector broken, Chlorine gas released to air. Vegetation burnt.				Description	
				Causes	
				Notes	
Select an option by clicking any button below					
Menu		Help		Sort	
Search		Print		Link	

Click One

First

Last

Previous

Next

*Name* -- Name of facility.

*ID* -- Identification number unique to the facility.

*Island* -- Name of the island where the facility is located.

*Accident Address* -- Street, city, state, and zip code for the location of the accident. If the accident occurred at the facility, its address is used.

*Year* -- Year for which records are being kept.

*Accident Date* -- Date that the accident occurred.

*Chemical Name* -- Name of the chemical.

*CAS No.* -- Chemical Abstract Service registry number.

*Quantity Released* -- The amount released and its unit.

*Released to* -- Released media.

*Reportable Quantity?* -- "Yes", if the release quantity exceeds the measure set by EPA.

*Description* -- General description of the accident.

*Causes* -- Cause of release.

*Notes* -- General comment on release.

---

<b>Card Navigation Buttons</b>	There are four card navigation buttons on the right side of the screen. They include the <i>First</i> , <i>Last</i> , <i>Previous</i> , and <i>Next</i> buttons. These buttons are for moving around in the stack. You can use these buttons to: <ul style="list-style-type: none"><li>■ go to the first card in the stack</li><li>■ go to the last card in the stack</li><li>■ go to the previous card in the stack</li><li>■ go to the next card in the stack</li></ul>
--------------------------------	---

---

<b><i>First</i> Button</b>	<b>To go to the first card in the stack</b>
----------------------------	---

1. Click the *First* button.

The first card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

---

<b><i>Last</i> Button</b>	<b>To go to the last card in the stack</b>
---------------------------	--

1. Click the *Last* button.

The last card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

***Previous Button***

---

**To go to the previous card in the stack**

1. Click the *Previous* button.

The *Previous* button takes you to the card in the stack immediately before the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

***Next Button***

---

**To go to the next card in the stack**

1. Click the *Next* button.

The *Next* button takes you to the card in the stack immediately after the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

---

**Functional Buttons**

There are seven functional buttons in this stack. They include the *Menu*, *Help*, *Sort*, *Search*, *Print*, *Link* and *Return* buttons. The *Return* button is shown only when you link to this stack from a different stack. With the functional buttons you can:

- return to the **CFISH Main Menu**
- get general help for the stack
- rearrange the order of the cards in the stack
- find all the chemicals that are reported
- print the information on the card
- link the information to the **Facility Information** stack, the **Chemical Database** stack, and the **Extremely Hazardous Substances** stack

***Menu Button***

---

**To return to the CFISH Main Menu**

1. Click the *Menu* button.

The **CFISH Main Menu** screen appears on the screen.

***Help Button***

---

**To get general help for the stack**

1. Click the *Help* button.

The help screen provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.

2. Click the *Return* button.

The *Return* button on the **Spill Report Help** screen takes you back to the previous card.

## **Sort Button**

---

### **To rearrange the order of the cards in the stack**

You can rearrange the order of the cards by *Facility Name*, *Facility ID*, *City*, *Zip Code* and *Chemical Name*.

---

### **To rearrange the cards by *Facility Name***

1. Click the **Sort** button.

Five sorting functions appear on the screen.

2. Click the **Sort by Facility Name** button.

The cards are rearranged by *Facility Name* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

### **To rearrange the cards by *Facility ID***

1. Click the **Sort** button.

Five sorting functions appear on the screen.

2. Click the **Sort by Facility ID** button.

The cards are rearranged by *Facility ID* in alphanumeric order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

### **To rearrange the cards by *City***

1. Click the **Sort** button.

Five sorting functions appear on the screen.

2. Click the **Sort by City** button.

The cards are rearranged by *City* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

### **To rearrange the cards by *Zip Code***

1. Click the **Sort** button.

Five sorting functions appear on the screen.

2. Click the **Sort by Zip Code** button.

The cards are rearranged by *Zip Code* in numerical order. The beach



ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

---

**To rearrange the cards by *Chemical Name***

1. Click the *Sort* button.

Five sorting functions appear on the screen.

2. Click the *Sort by Chemical Name* button.

The cards are rearranged by *Chemical Name* in alphabetical order. The beach ball pointer appears on the screen while the system is reorganizing the cards. When the action is completed, the hand pointer reappears.

**Search Button**

---

**To find all the chemicals that are reported**

You can:

- find all the chemicals that are accidentally released by a specific facility
- find all the chemicals that are accidentally released in a city
- find all the chemicals that are accidentally released in a zip code area
- find all the chemicals that are accidentally released in a year
- find all the sites where a specific chemical has accidentally been released

---

**To find all the chemicals that are accidentally released by a specific facility**

1. Click the *Search* button.

Six searching functions appear on the screen.

2. Click the *Search by Facility Name* button.

A list of facility names appears on the screen.

3. Click on a facility name.

All chemicals reported by the facility will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the chemicals that are accidentally released in a city**

1. Click the *Search* button.

Six searching functions appear on the screen.

2. Click the *Search by City* button.  
A list of cities appears on the screen.

3. Click on a city.  
All chemicals released in the city will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the chemicals that are accidentally released in a zip code area**

1. Click the *Search* button.  
Six searching functions appear on the screen.
2. Click the *Search by Zip Code* button.  
A list of zip codes appears on the screen.
3. Click on a zip code.  
All chemicals released in the zip code area will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the chemicals that are accidentally released in a year**

1. Click the *Search* button.  
Six searching functions appear on the screen.
2. Click the *Search by Year* button.  
A list of years appears on the screen.
3. Click on a year.  
All chemicals released in the year will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

**To find all the sites where a specific chemical has accidentally been released**

1. Click the *Search* button.  
Six searching functions appear on the screen.
2. Click the *Search by Chemical Name* button.  
A list of chemicals appears on the screen.

3. Click on a chemical name.

All facilities that have released the chemical will be grouped together for you to view. The **First** and **Last** buttons are not available for use. Use the **Previous** and **Next** buttons to view all the cards.

---

**To find all the sites where a specific chemical has accidentally been released**

1. Click the **Search** button.

Six searching functions appear on the screen.

2. Click the **Search by CAS Number** button.

A list of CAS numbers appears on the screen.

3. Click on a CAS number.

All facilities that have released the chemical will be grouped together for you to view. The **First** and **Last** buttons are not available for use. Use the **Previous** and **Next** buttons to view all the cards.

**Print Button**

---

**To print the information on the card**

If there is a printer connected to your computer, the information on the current card can be printed.

1. Click the **Print** button.

Only one card will be printed at a time.

**Link Button**

---

**To link the information to the Facility Information stack, the Chemical Database stack, and the Extremely Hazardous Substances stack**

You can find out:

- the general location of the facility on a map
- the detailed information on hazards, response information, and properties for the chemical
- if the chemical is one of the 360 extremely hazardous substances and its reportable quantity

---

**To see the general location of the facility on a map**

1. Click the **Link** button.

Three linking functions appear on the screen.

2. Click the **Link to Facility Information** button.

The **Facility Information** stack appears on the screen. The general

location of the facility is shown on the map. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.

The *Return* button on the **Facility Information** screen takes you back to the **Spill Report** card.

---

**To find the detailed information on hazards, response information, and properties for the chemical**

1. Click the *Link* button.

Three linking functions appear on the screen.

2. Click the *Link to Chemical Database* button.

The **Chemical Database** stack appears on the screen. It contains the detailed information on hazards, response information, and properties for the chemical. The *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

■ **Note:** *This process will take awhile because of the size of the database.*

3. Click the *Return* button.

The *Return* button on the **Chemical Database** screen takes you back to the **Spill Report** card.

---

**To find out if the chemical is one of the 360 extremely hazardous substances and its reportable quantity**

1. Click the *Link* button.

Three linking functions appear on the screen.

2. Click the *Link to Extremely Hazardous Substances* button.

The **Extremely Hazardous Substances** stack appears on the screen. It contains the reportable quantity and the threshold planning quantity for the chemical. The *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.

The *Return* button on the **Extremely Hazardous Substances** screen takes you back to the **Spill Report** card.

## Chapter 12: The Chemical Database Stack

This chapter discusses:

- what information is contained in the **Chemical Database** stack
- the definition of each of the information fields
- how to use the card navigation buttons and their functions
- how to use the functional buttons and their actions

This chapter assumes that you have the **Chemical Database** stack up on your screen. If you don't know how to get to this stack, please review Chapter 5.

### Introduction to the Chemical Database Stack

The **Chemical Database** stack contains identification numbers, labeling conventions, detailed information on hazards, response information, and properties for over 3,300 chemicals. The database was compiled from a number of public and private sources. The chemical data contained in this stack are copyrighted. In this stack, you can:

- return to the **CFISH Main Menu**
- get general help for the stack
- find a specific chemical
- link the information to the **Chemical Inventory** stack, and the **Extremely Hazardous Substances** stack

■ **Note:** *For more information about these stacks, please refer to Chapter 9, and Chapter 13 respectively.*

### Information Fields on Chemical Database Cards

The screenshot displays the 'Chemical Database v1.0' interface. At the top right, it indicates 'Card 500 of 3311'. The main card area shows the chemical name 'BIS (AMINOPROPYL) PIPERAZINE' and the label 'Corrosive'. Below this, a 'General Description' section provides details: 'Bis-(aminopropyl) piperazine is a colorless liquid with a faint fish-like odor. It solidifies at 59 deg. F. It may burn though it may require some effort to ignite. It is soluble in water. It is corrosive to tissue. Toxic oxides of nitrogen are produced during combustion of this material. (©AAR, 1990)'. To the right of the description is a vertical menu with options: 'Properties', 'Fire Hazard', 'Health Hazards', 'Fire Fighting', 'Non-Fire Response', 'Protective Clothing', 'First Aid', and 'CAS Number'. On the far right, there are navigation buttons: 'Click One', 'First', 'Last', 'Previous', and 'Next'. At the bottom, a bar prompts the user to 'Select an option by clicking any button below', with buttons for 'Menu', 'Help', 'Search', and 'Link'.

*Chemical Name* -- Name of chemical.

*Label* -- Hazard label identification, as regulated by Title 49 of the Code of Federal Regulations (CFR).

*General Description* -- General discussion of the hazards posed by the chemical.

*Properties* -- List of the chemical's physical properties.

*Fire Hazard* -- Explanation of fire hazard posed by the chemical.

*Health Hazards* -- Explanation of human health hazards posed by the chemical.

*Fire Fighting* -- Recommendations for responding to a fire involving the chemical.

*Non-Fire Response* -- Recommendations for responding to a non-fire incident involving the chemical.

*Protective Clothing* -- Recommendations for personal protective gear to be worn when responding to an incident involving the chemical.

*First Aid* -- Recommendations for dispensing first aid in an incident involving the chemical.

*CAS Number* -- Chemical Abstract Service registry number.

---

**Card Navigation Buttons** There are four card navigation buttons on the right side of the screen. They include the *First*, *Last*, *Previous*, and *Next* buttons. These buttons are for moving around in the stack. You can use these buttons to:

- go to the first card in the stack
- go to the last card in the stack
- go to the previous card in the stack
- go to the next card in the stack

---

***First Button***

---

**To go to the first card in the stack**

1. Click the *First* button.

The first card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

---

***Last Button***

---

**To go to the last card in the stack**

1. Click the *Last* button.

The last card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

***Previous Button***

---

**To go to the previous card in the stack**

1. Click the *Previous* button.

The *Previous* button takes you to the card in the stack immediately before the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

***Next Button***

---

**To go to the next card in the stack**

1. Click the *Next* button.

The *Next* button takes you to the card in the stack immediately after the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

---

**Functional Buttons**

There are five functional buttons in this stack. They include the *Menu*, *Help*, *Search*, *Link* and *Return* buttons. The *Return* button is shown only when you link to this stack from a different stack. With the functional buttons you can:

- return to the **CFISH Main Menu**
- get general help for the stack
- find a specific chemical
- link the information to the **Chemical Inventory** stack, and the **Extremely Hazardous Substances** stack

***Menu Button***

---

**To return to the CFISH Main Menu**

1. Click the *Menu* button.

The **CFISH Main Menu** screen appears on the screen.

***Help Button***

---

**To get general help for the stack**

1. Click the *Help* button.

The help screen provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.

2. Click the *Return* button.

The *Return* button on the **Chemical Database Help** screen takes you back to the previous card.

## **Search Button**

---

### **To find a specific chemical**

You can:

- find a specific chemical by name
- find all the chemicals with the same hazard label identification
- find all the chemicals with the same CAS number

---

### **To find a specific chemical by name**

1. Click the *Search* button.  
Three searching functions appear on the screen.

2. Click the *Search by Chemical Name* button.  
A list of chemical names appears on the screen.

- **Note:** *There are three lists of chemical names. Click the "For More Chemicals Click Me" button to see all of them.*

3. Click on a chemical name.  
The specific **Chemical Database** card appears on the screen. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

- **Note:** *This process will take awhile because of the size of the database.*

---

### **To find all the chemicals with the same hazard label identification**

1. Click the *Search* button.  
Three searching functions appear on the screen.

2. Click the *Search by Label* button.  
A list of hazard label identifications appears on the screen.

3. Click on a label.  
All chemicals with the same hazard label identification will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

- **Note:** *This process will take awhile because of the size of the database.*



---

**To find all the chemicals with the same CAS number**

1. Click the *Search* button.  
Three searching functions appear on the screen.
2. Click the *Search by CAS Number* button.  
A list of CAS numbers appears on the screen.
3. Click on a CAS number.  
All chemicals with the same CAS number will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

■ **Note:** *This process will take awhile because of the size of the database.*

***Link Button***

---

**To link the information to the Chemical Inventory stack, and the Extremely Hazardous Substances stack**

You can:

- find all the sites where the chemical is stored on Oahu
- find all the sites where the chemical is stored on Hawaii
- find all the sites where the chemical is stored on Maui
- find all the sites where the chemical is stored on Kauai
- find out if the chemical is one of the 360 extremely hazardous substances and its reportable quantity

---

**To find all the sites where the chemical is stored on Oahu**

1. Click the *Link* button.  
Five linking functions appear on the screen.
2. Click the *Link to Chemical Inventory for Oahu* button.  
The **Chemical Inventory** stack appears on the screen. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.
3. Click the *Return* button.  
The *Return* button on the **Chemical Inventory** screen takes you back to the **Chemical Database** card.

---

**To find all the sites where the chemical is stored on Hawaii**

1. Click the *Link* button.  
Five linking functions appear on the screen.
2. Click the *Link to Chemical Inventory for Hawaii* button.  
The **Chemical Inventory** stack appears on the screen. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.
3. Click the *Return* button.  
The *Return* button on the **Chemical Inventory** screen takes you back to the **Chemical Database** card.

---

**To find all the sites where the chemical is stored on Maui**

1. Click the *Link* button.  
Five linking functions appear on the screen.
2. Click the *Link to Chemical Inventory for Maui* button.  
The **Chemical Inventory** stack appears on the screen. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.
3. Click the *Return* button.  
The *Return* button on the **Chemical Inventory** screen takes you back to the **Chemical Database** card.

---

**To find all the sites where the chemical is stored on Kauai**

1. Click the *Link* button.  
Five linking functions appear on the screen.
2. Click the *Link to Chemical Inventory for Kauai* button.  
The **Chemical Inventory** stack appears on the screen. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.
3. Click the *Return* button.  
The *Return* button on the **Chemical Inventory** screen takes you back to the **Chemical Database** card.

---

**To find out if the chemical is one of the 360 extremely hazardous substances and its reportable quantity**

1. Click the *Link* button.  
Five linking functions appear on the screen.
2. Click the *Link to Extremely Hazardous Substances* button.  
The **Extremely Hazardous Substances** stack appears on the screen. It contains the reportable quantity and the threshold planning quantity for the chemical. The *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.
3. Click the *Return* button.  
The *Return* button on the **Extremely Hazardous Substances** screen takes you back to the **Chemical Database** card.

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## Chapter 13: The Extremely Hazardous Substances Stack

This chapter discusses:

- what information is contained in the **Extremely Hazardous Substances** stack
- the definition of each of the information fields
- how to use the card navigation buttons and their functions
- how to use the functional buttons and their actions

This chapter assumes that you have the **Extremely Hazardous Substances** stack up on your screen. If you don't know how to get to this stack, please review Chapter 5.

### Introduction to the Extremely Hazardous Substances Stack

The **Extremely Hazardous Substances** stack contains one card for each of the chemicals regulated by EPA under Section 302 of the Emergency Planning and Community Right-to-Know Act of 1986. In this stack, you can:

- return to the **CFISH Main Menu**
  - get general help for the stack
  - find an extremely hazardous substance
  - print the information on the card
  - link the information to the **Chemical Inventory** stack, and the **Chemical Database** stack
- **Note:** *For more information about these stacks, please refer to Chapter 9, and Chapter 12 respectively.*

### Information Fields on Extremely Hazardous Substances Cards

**Extremely Hazardous Substance** Card 23 of 438

Chemical Name	Aminopterin		
Threshold Planning Quantity (LBS)	500,10000		
Reportable Quantity	1	(LBS)	
Level of Concern	0.025	gm/m <sup>3</sup>	
Physical State	Solid	CAS Number	54626
NOAA Number	4857		

Click One

First

Last

Previous

Next

Select an option by clicking any button below

Menu Help Search Print Link

*Chemical Name* -- Name of chemical.

*Threshold Planning Quantity (lbs.)* -- The first entry is if the chemical particle size is less than 100 microns, or is a liquid or gas. The second entry is if the chemical particle size is greater than 100 microns, or is a solid.

*Reportable Quantity* -- Facilities storing a chemical above this quantity (designated for each chemical on the list of Extremely Hazardous Substances) are subject to emergency planning under Title III of SARA.

*Level of Concern* -- The concentration of the extremely hazardous substance in air above which there may be serious irreversible health effects or death as a result of a single exposure for a relatively short period of time.

*Physical State* -- The chemical's normal state.

*NOAA Number* -- NOAA identification number for the chemical.

*CAS Number* -- Chemical Abstract Service registry number.

---

**Card Navigation Buttons** There are four card navigation buttons on the right side of the screen. They include the *First*, *Last*, *Previous*, and *Next* buttons. These buttons are for moving around in the stack. You can use these buttons to:

- go to the first card in the stack
- go to the last card in the stack
- go to the previous card in the stack
- go to the next card in the stack

---

***First Button*** To go to the first card in the stack

1. Click the *First* button.

The first card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

---

***Last Button*** To go to the last card in the stack

1. Click the *Last* button.

The last card in the stack appears on the screen. The card number is always shown on the top right corner of the screen to tell you which card you are looking at and the number of cards in the stack.

<b><i>Previous</i> Button</b>	<hr/> <b>To go to the previous card in the stack</b>  1. Click the <i>Previous</i> button. The <i>Previous</i> button takes you to the card in the stack immediately before the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.
<b><i>Next</i> Button</b>	<hr/> <b>To go to the next card in the stack</b>  1. Click the <i>Next</i> button. The <i>Next</i> button takes you to the card in the stack immediately after the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.
<b>Functional Buttons</b>	<hr/> There are six functional buttons in this stack. They include the <i>Menu</i> , <i>Help</i> , <i>Search</i> , <i>Print</i> , <i>Link</i> and <i>Return</i> buttons. The <i>Return</i> button is shown only when you link to this stack from a different stack. With the functional buttons you can: <ul style="list-style-type: none"><li>■ return to the <b>CFISH Main Menu</b></li><li>■ get general help for the stack</li><li>■ find an extremely hazardous substance</li><li>■ print the information on the card</li><li>■ link the information to the <b>Chemical Inventory</b> stack, and the <b>Chemical Database</b> stack</li></ul>
<b><i>Menu</i> Button</b>	<hr/> <b>To return to the CFISH Main Menu</b>  1. Click the <i>Menu</i> button. The <b>CFISH Main Menu</b> screen appears on the screen.
<b><i>Help</i> Button</b>	<hr/> <b>To get general help for the stack</b>  1. Click the <i>Help</i> button. The help screen provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.  2. Click the <i>Return</i> button. The <i>Return</i> button on the <b>Extremely Hazardous Substances Help</b> screen takes you back to the previous card.

## ***Search Button***

---

### **To find an extremely hazardous substance**

You can:

- find an extremely hazardous substance by name
- find all extremely hazardous substances with the same CAS number

---

### **To find an extremely hazardous substance by name**

1. Click the *Search* button.  
Two searching functions appear on the screen.
2. Click the *Search by Chemical Name* button.  
A list of chemical names appears on the screen.
3. Click on a chemical name.  
The specific **Extremely Hazardous Substances** card appears on the screen. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

---

### **To find all extremely hazardous substances with the same CAS number**

1. Click the *Search* button.  
Two searching functions appear on the screen.
2. Click the *Search by CAS Number* button.  
A list of CAS numbers appears on the screen.
3. Click on a CAS number.  
All chemicals with the same CAS number will be grouped together for you to view. The *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

## ***Print Button***

---

### **To print the information on the card**

If there is a printer connected to your computer, the information on the current card can be printed.

1. Click the *Print* button.  
Only one card will be printed at a time.



*Link Button*

---

**To link the information to the Chemical Inventory stack, and the Chemical Database stack**

You can:

- find all the sites where the chemical is stored on Oahu
- find all the sites where the chemical is stored on Hawaii
- find all the sites where the chemical is stored on Maui
- find all the sites where the chemical is stored on Kauai
- find detailed information on hazards, response information, and properties for the chemical

---

**To find all the sites where the chemical is stored on Oahu**

1. Click the *Link* button.

Five linking functions appear on the screen.

2. Click the *Link to Chemical Inventory for Oahu* button.

The **Chemical Inventory** stack appears on the screen. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.

The *Return* button on the **Chemical Inventory** screen takes you back to the **Extremely Hazardous Substances** card.

---

**To find all the sites where the chemical is stored on Hawaii**

1. Click the *Link* button.

Five linking functions appear on the screen.

2. Click the *Link to Chemical Inventory for Hawaii* button.

The **Chemical Inventory** stack appears on the screen. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.

The *Return* button on the **Chemical Inventory** screen takes you back to the **Extremely Hazardous Substances** card.

---

**To find all the sites where the chemical is stored on Maui**

1. Click the *Link* button.

Five linking functions appear on the screen.

2. Click the *Link to Chemical Inventory for Maui* button.  
The **Chemical Inventory** stack appears on the screen. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.  
The *Return* button on the **Chemical Inventory** screen takes you back to the **Extremely Hazardous Substances** card.

---

**To find all the sites where the chemical is stored on Kauai**

1. Click the *Link* button.  
Five linking functions appear on the screen.

2. Click the *Link to Chemical Inventory for Kauai* button.  
The **Chemical Inventory** stack appears on the screen. The *Sort*, *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

3. Click the *Return* button.  
The *Return* button on the **Chemical Inventory** screen takes you back to the **Extremely Hazardous Substances** card.

---

**To find detailed information on hazards, response information, and properties for the chemical**

1. Click the *Link* button.  
Five linking functions appear on the screen.

2. Click the *Link to Chemical Database* button.  
The **Chemical Database** stack appears on the screen. The *Search*, *Link*, *First* and *Last* buttons are not available for use. Use the *Previous* and *Next* buttons to view all the cards.

■ **Note:** *This process will take awhile because of the size of the database.*

3. Click the *Return* button.  
The *Return* button on the **Chemical Database** screen takes you back to the **Extremely Hazardous Substances** card.

## Chapter 14: The Emergency Numbers Stack

This chapter discusses:

- what information is contained in the **Emergency Numbers** stack
- the definition of each of the information fields
- how to use the card navigation buttons and their functions
- how to use the functional buttons and their actions

This chapter assumes that you have the **Emergency Numbers** stack up on your screen. If you don't know how to get to this stack, please review Chapter 5.

### Introduction to the Emergency Numbers Stack

The **Emergency Numbers** stack provides a telephone directory of names, and phone numbers of individuals who are associated in some respect with hazardous materials emergency response or planning. In this stack, you can:

- return to the **CFISH Main Menu**
- get general help for the stack
- print the information on the card

### Information Fields on Emergency Numbers Cards

**Emergency Numbers v 1.0**

Name \_\_\_\_\_

Position CO-CHAIRMAN

Organization KAUAI LOCAL EMERGENCY PLANNING COMMITTEE

Address 4396 RICE STREET, ROOM 107  
LIHUE HI 96766  
245-4001

Card 1 of 6

Select an option by clicking any button below

Menu Help Print

Click One  
First  
Last  
Previous  
Next

*Name* -- Name of contact.

*Position* -- Position held by contact.

*Organization* -- Contact's affiliation.

*Address* -- Street, city, state, and zip code of the organization.

*Phone Number* -- Phone number for reporting chemical or oil spill.

---

**Card Navigation Buttons** There are four card navigation buttons on the right side of the screen. They include the *First*, *Last*, *Previous*, and *Next* buttons. These buttons are for moving around in the stack. You can use these buttons to:

- go to the first card in the stack
- go to the last card in the stack
- go to the previous card in the stack
- go to the next card in the stack

---

***First* Button** To go to the first card in the stack

1. Click the *First* button.

The first card in the stack appears on the screen. The card number is always shown on the bottom center of the screen to tell you which card you are looking at and the number of cards in the stack.

---

***Last* Button** To go to the last card in the stack

1. Click the *Last* button.

The last card in the stack appears on the screen. The card number is always shown on the bottom center of the screen to tell you which card you are looking at and the number of cards in the stack.

---

***Previous* Button** To go to the previous card in the stack

1. Click the *Previous* button.

The *Previous* button takes you to the card in the stack immediately before the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

---

***Next* Button** To go to the next card in the stack

1. Click the *Next* button.

The *Next* button takes you to the card in the stack immediately after the one you are looking at. The cards are arranged in a circular fashion, so the first card in a stack and the last card in a stack are next to each other.

---

**Functional Buttons** There are three functional buttons in this stack. They include the *Menu*, *Help*, and *Print* buttons. With the functional buttons you can:

- return to the **CFISH Main Menu**
- get general help for the stack
- print the information on the card

***Menu Button***

---

**To return to the CFISH Main Menu**

1. Click the ***Menu*** button.  
The **CFISH Main Menu** screen appears on the screen.

***Help Button***

---

**To get general help for the stack**

1. Click the ***Help*** button.  
The help screen provides an overview of the stack, the definition of each of the information fields, and the use of the card navigation buttons and the functional buttons.
2. Click the ***Return*** button.  
The ***Return*** button on the **Emergency Numbers Help** screen takes you back to the previous card.

***Print Button***

---

**To print the information on the card**

If there is a printer connected to your computer, the information on the current card can be printed.

1. Click the ***Print*** button.  
Only one card will be printed at a time.

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---

## Chapter 15: Quitting the CFISH

This chapter discusses ways to quit the **CFISH**. They include:

- what to do when the *Menu* button is on the screen
- what to do when the *Quit CFISH* button is on the screen
- what to do when neither of them is on the screen

---

### **Menu Button**

If you see the *Menu* button on your screen, do the following:

1. Click the *Menu* button.  
The **CFISH Main Menu** screen appears on the screen.
2. Click the *Quit CFISH* button.  
A message appears on the screen.
3. Click the *Yes* button.  
A message appears on the screen.
4. Click the *Click Me* button.  
It takes you to your Macintosh desktop environment.

---

### **Quit CFISH Button**

If you see the *Quit CFISH* button on your screen, do the following:

1. Click the *Quit CFISH* button.  
A message appears on the screen.
2. Click the *Yes* button.  
A message appears on the screen.
3. Click the *Click Me* button.  
It takes you to your Macintosh desktop environment.

---

### **Anywhere Else in CFISH**

If there is no *Menu* button or *Quit CFISH* button on your screen, do the following:

1. Follow the instructions on your screen till you see either the *Menu* button or the *Quit CFISH* button. Then follow the instructions above to quit **CFISH**.

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## Glossary

Button	A rectangular "hot spot" on a card that performs an action when you click it.
Card	A rectangular area shown on the screen that holds information.
Card Navigation Buttons	The <i>First</i> , <i>Last</i> , <i>Previous</i> , and <i>Next</i> buttons in CFISH are Card Navigation Buttons. They are used for moving from one card to another in a stack.
CAS	Chemical Abstract Service registry number. This number is assigned by the American Chemical Society and is unique for each chemical.
CERCLA	The Comprehensive Environmental Recovery, Compensation, and Liability Act.
CFISH	The Chemical Facility Information System for Hawaii computer program.
Chronic Health Hazard	Of long duration or having frequent recurrence. Chronic health effects are those that become apparent or continue for some time after exposure to hazardous chemicals.
Click	The action of positioning the pointer on an object on the screen, and then pressing and quickly releasing the mouse button.
Combustible	A combustible substance is a solid, liquid or gas that will burn.
Command-Period Key	The combination of the "⌘" key and the "." key on the keyboard. This combination is used to stop an action when informed by the program.

Corrosive	A corrosive substance is a gas, liquid or solid that causes irreversible damage to human tissue or containers.
Delayed (Chronic) Health Hazard	Includes "carcinogens" (as defined by 29 CFR 1910.1200) and other hazardous chemicals that cause an adverse effect to a target organ and which effect generally occurs as a result of long-term exposure and is of long duration.
Desktop	The Macintosh working environment.
Drag	Position the pointer on an object, then press and hold the mouse button, move the mouse, and release the mouse button.
EHS	See Extremely Hazardous Substances.
Emergency Planning and Community Right-to-Know Information Hotline	Operated by the EPA to provide communities with help in preparing for accidental releases of toxic chemicals. The hotline number is 1-800-535-0202.
Environment	Includes water, air, and land, and the interrelationship that exists among and between water, air, and land and all living things.
EPA	The U.S. Environmental Protection Agency.
Extremely Hazardous Substances (EHS)	Chemicals identified by the U.S. Environmental Protection Agency on the basis of toxicity, and listed under SARA Title III in the appendices to 40 CFR 355, Emergency Planning and Notification.
Facility	Defined in Section 302 of SARA Title III as all buildings, equipment, structures, and other stationary items which are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person (or by any person who controls, is controlled by, or under common

	control with, such person). For purposes of emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.
Field	A rectangular area in which information is held.
Fire Hazard	Includes the terms flammable, combustible liquid, pyrophoric, and oxidizer (as defined by 29 CFR 1910.1200).
Flammable	A flammable substance is a solid, liquid, vapor or gas that will ignite easily and burn rapidly.
Flash Point	The flash point is the temperature at which a liquid or solid gives off vapor that can form a flammable mixture with air.
Functional Buttons	The <i>Menu</i> , <i>Help</i> , <i>Sort</i> , <i>Search</i> , <i>Print</i> , <i>Link</i> , and <i>Return</i> buttons in CFISH are Functional buttons. Each has different functions and will perform a unique action when you click it.
Hazard Category	Includes immediate (acute), delayed (chronic), fire, sudden release of pressure, and reactive hazards, as defined in 29 CFR 1910.1200.
Hazardous Chemical	Any chemical which is a physical or health hazard as defined by OSHA 29 CFR 1910.1200(c).
Hazardous Material	Any substance or material in a quantity or form which may be harmful to humans, animals, crops, water systems, or other elements of the environment if accidentally released. Hazardous materials include: explosives, gases (compressed, liquefied, or dissolved), flammable and combustible liquids, flammable solids or substances, oxidizing substances, poisonous and infectious substances, radioactive materials, and corrosives.

Hazardous Substances	Substances designated as hazardous by CERCLA (also known as Superfund); CERCLA includes substances listed under the Clean Water Act, the Clean Air Act, the Resource Conservation and Recovery Act (RCRA), and the Toxic Substances Control Act (TSCA) Section 7.
Immediate (Acute) Health Hazard	Includes the terms highly toxic, irritant, sensitizer, corrosive (as defined by 29 CFR 1910.1200), and other hazardous chemicals that cause an adverse effect to a target organ and which effect usually occurs rapidly as a result of short-term exposure and is of short duration.
Inventory Form	The Tier I and Tier II emergency and hazardous chemical inventory forms set forth in 40 CFR 370.4. This form is represented by the Chemical Inventory stack.
LEPC	See Local Emergency Planning Committee.
Local Emergency Planning Committee (LEPC)	A committee appointed by the State Emergency Response Commission (SERC), as required by SARA Title III, to design a comprehensive emergency plan for its district.
<i>Link</i>	A Functional button. It allows you to move immediately to a specific card in a stack.
Menu	A list of items on the screen from which you can choose an option.
mg/m <sup>3</sup>	mg/m <sup>3</sup> means milligrams of a chemical in a cubic meter of air. It is a measure of concentration (weight/volume).
Miscible	A miscible substance is a liquid or gas that will evenly dissolve in another.

Mouse	A device that controls the pointer on the screen.
Mouse Button	The mechanical button on top of the mouse. In general, pressing the mouse button initiates some action on whatever is under the pointer on the screen, and releasing the button confirms the action.
MSDS	See Material Safety Data Sheet.
Material Safety Data Sheet (MSDS)	A compilation of information required under the OSHA Hazard Communication Standard on the identity of hazardous chemicals, health and physical hazards, exposure limits, and precautions. MSDSs may be obtained from chemical manufacturers. 29 CFR 1910.1200 requires facilities to develop MSDSs.
Mutagen	A mutagen is a substance that causes mutations. A mutation is a change in the genetic material in a body cell. Mutations can lead to birth defects, miscarriages, or cancer.
OSHA	The Occupational Safety and Health Administration.
Point	To position the pointer on an object.
Pointer	An arrow, a watch, a beach ball, a hand, or other symbol on the screen that moves as you move the mouse.
ppb	See Parts Per Billion.
ppm	See Parts Per Million.
Parts Per Billion (ppb)	Commonly used to express the concentration of a gas or vapor in air (molecules of chemical per billion molecules of air).

Parts Per Million (ppm)	Commonly used to express the concentration of a gas or vapor in air (molecules of chemical per million molecules of air).
Reactive Hazard	A reactive substance is a solid, liquid or gas that can cause an explosion under certain conditions or on contact with other specific substances.
Reportable Quantity	The quantity of a hazardous substance that exceeds the measure set by EPA. Reportable quantity releases must be reported to the National Response Center, the State Emergency Response Commission, and the community emergency coordinator for areas likely to be affected by the release.
Return Key	The "return" key on the keyboard that you press when you are instructed to do so.
SARA	See Superfund Amendments and Reauthorization Act of 1986.
Scrolling Field	A special type of field. You use the vertical bar to move to a different part of its content in its window.
<i>Search</i>	A Functional button. It allows you to find information on a card in a stack.
SERC	See State Emergency Response Commission.
<i>Sort</i>	A Functional button. It allows you to rearrange the order of cards in a stack.
Stack	A file in <b>CFISH</b> . Every stack consists of one or more cards.
State Emergency Response Commission	Commission appointed by each State governor under SARA Title III. The commission designates emergency planning districts, appoints local

	emergency planning committees (LEPCs), supervises and coordinates the activities of planning committees, reviews emergency plans, receives chemical release notifications, and establishes procedures for receiving and processing requests from the public for information.
Sudden Release Of Pressure Hazard	Includes the terms explosive and compressed gas (as defined by 29 CFR 1910.1200).
Superfund	The trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 to provide money for the federal On-Scene Coordinator to use during spill cleanup.
Superfund Amendments and Reauthorization Act of 1986 (SARA)	Title III of SARA includes detailed provisions for community emergency planning.
Teratogen	A teratogen is a substance that causes birth defects by damaging the fetus.
TPQ	See Threshold Planning Quantity.
Threshold Planning Quantity (TPQ)	The threshold planning quantity for an extremely hazardous substances as defined in 40 CFR 355.
Title III	The Emergency Planning and Community Right-to-Know Act of 1986. Title III specifies requirements for organizing the planning process at state and local levels for extremely hazardous substances, minimum plan content, requirements for facility owners/operators to inform officials about extremely hazardous substances; and ways to make this information available to citizens.

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